

Bridal Suite

Code: ANCMF-AU-H-BS-02 • Facility: Hospitality • Frequency: daily

Scope of Work

- Dust all surfaces including furniture, fixtures, and fittings.
- Vacuum all carpeted areas and rugs.
- Mop hard floors using appropriate cleaning solutions.
- Sanitise all high-touch areas such as door handles, light switches, and remote controls.
- Clean and sanitise the bathroom, including the toilet, shower, and sink.
- Replace used towels and linens with fresh ones.
- Empty rubbish bins and replace liners.
- Ensure all mirrors and glass surfaces are streak-free.
- Check for and remove any unpleasant odours.
- Replenish toiletries and amenities as needed.

Method

1. Begin by organising the cleaning trolley with all necessary supplies and equipment, ensuring colour-coded cloths are used for different areas to prevent cross-contamination.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Vacuum carpets and rugs thoroughly, paying special attention to corners and under furniture.
4. Mop hard floors with a suitable cleaning solution, ensuring no residue is left behind.
5. Sanitise high-touch areas using a disinfectant spray and a clean cloth.
6. In the bathroom, apply cleaning products to the toilet, shower, and sink, allowing time for them to work before scrubbing and rinsing.
7. Replace towels and linens, ensuring they are neatly arranged.
8. Empty rubbish bins, replace liners, and ensure bins are clean.
9. Clean mirrors and glass surfaces with a glass cleaner, ensuring they are streak-free.
10. Use an air freshener or odour neutraliser if necessary to maintain a pleasant scent.
11. Replenish toiletries and amenities, ensuring they are neatly arranged.

Equipment

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| • Microfibre cloths (colour-coded) | • Cleaning trolley | • Air freshener |
| • Vacuum cleaner | • Disinfectant spray | • Rubbish bin liners |
| • Mop and bucket | • Glass cleaner | • Cleaning solutions for floors and surfaces |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible dust or marks; carpets are free of debris and stains; floors are gleaming with no residue; high-touch areas are fully sanitised; bathroom fixtures are sparkling; mirrors and glass are streak-free; no odours present; all amenities are fully stocked and neatly arranged.
Good	Minor dust or marks on surfaces; carpets mostly clean with minor debris; floors clean with slight residue; high-touch areas mostly sanitised; bathroom fixtures mostly clean; mirrors and glass mostly streak-free; faint odours; most amenities stocked and arranged.
Pass	Noticeable dust or marks on surfaces; carpets have visible debris; floors have visible residue; high-touch areas partially sanitised; bathroom fixtures have visible grime; mirrors and glass have streaks; noticeable odours; some amenities missing or disorganised.

Fail	Heavy dust or marks on surfaces; carpets heavily soiled; floors dirty with heavy residue; high-touch areas not sanitised; bathroom fixtures dirty; mirrors and glass heavily streaked; strong odours; many amenities missing or disorganised.
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